

CITY OF HARBOR SPRINGS

DOWNTOWN DEVELOPMENT AUTHORITY
AND PRINCIPAL SHOPPING DISTRICT
ANNUAL BOARD MEETING MINUTES
August 17, 2016

Chairperson Mossburg called the Annual Meeting of the Downtown Development Authority (DDA) and Principal Shopping District (PSD) Board of Trustees to order at 5:32 p.m. in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

1. Roll Call and Verification of Quorum

Present: Joshua Baker, Kathie Breighner, Matt Clarke, Jeff Graham, Mary Ellen Hughes, Cece Johnston, Rob Mossburg and Pringle Pfeifer

Absent: Andy Bultman, Jeff James and Pam Pfeifle

City Clerk McRae acknowledged that a quorum was present.

Also present: City Manager Tom Richards, DDA/PSD Administrator Rachel Smolinski and City Clerk Ron McRae

2. Community Report

Chairperson Mossburg requested that Administrator Smolinski make the Community Report.

Administrator Smolinski gave the history of the DDA / PSD. Administrator Smolinski reviewed Public Act 197 of 1975, as amended, which is the enabling legislation for the formation of a DDA. The DDA was originally formed in 1982. The DDA at that time used tax increment financing to pave several City parking lots and construct the Merchants' Walkway.

Administrator Smolinski stated City Council reactivated the DDA in 2012. She stated that the DDA had Wade Trim prepare a "Downtown Enhancement Study". The Enhancement Study was paid for through contributions and grants. She also discussed the formation of the DDA using the four points of the "Main Street" program format.

Administrator Smolinski discussed the formation of the PSD under Public Act 120 of 1961, as amended. The DDA Board became the PSD Board so every Board member wore two hats. The DDA District became the PSD Area. The boundaries for both were exactly the same. City Manager Richards reviewed the area of the downtown that is the DDA / PSD area.

Administrator Smolinski stated that the DDA / PSD Board became an advisory board to the Planning Commission and the City Council. Two directives that came from the City Council was that the DDA / PSD Board should support efforts to increase the flexible use of the waterfront's green space and facilitate the adoption of a system for the issuance of redevelopment liquor licenses.

Administrator Smolinski stated that the DDA / PSD Board provides a voice that advocates for the downtown businesses.

Administrator Smolinski reviewed three “projects” that are on going. They are:

- The Wayfinding Project;
- The Waterfront Redevelopment; and,
- The Third Street Focus.

Administrator Smolinski then discussed the current financial position of the DDA /PSD.

Administrator Smolinski then discussed how people could help the DDA / PSD.

3. DDA/PSD Administrator’s Report and Committee Reports

Administrator Smolinski then asked the Committee Chairs to give their Committee Reports.

Committee Chair Tim Knap discussed the issues that the East Third Street Committee has been working on.

Vice-Chair Breighner discussed the accomplishments of the Economic Restructuring Committee and the survey they are currently working on.

Chairperson Mossburg discussed the Waterfront Committee activities, which included the Harbormaster Building Design. Chairperson Mossburg discussed how the Waterfront Committee issues are evolving. City Manager Richards discussed the need for a five-year recreation plan.

Administrator Smolinski discussed the work of the Wayfinding Committee.

4. Special Assessment Update

City Manager Richards stated that City Council has approved and authorized him to place a public hearing on the City Council Agenda for the September 19, 2016 City Council Meeting. City Manager Richards went through the required process that has to be followed, which includes a public hearing to levy the proposed \$365 special assessment on all non-residential real property.

There were several questions concerning the special assessment. The first levy will occur on the December 1, 2016 property tax bills. The 2017 levy will occur on the July 1, 2017 tax billings.

5. Public Comments

Several of the members of the audience commented on seeing more storefronts staying open. The DDA / PSD Board were thanked for their efforts.

Baker stated that he can't be open later due to staffing issues. He would like to see the Outfitter stay open after 5:00 or 6:00 p.m.

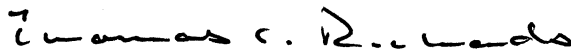
There was some discussion on partnering with Boyne Highlands to attract more people to town.

6. Next Meeting

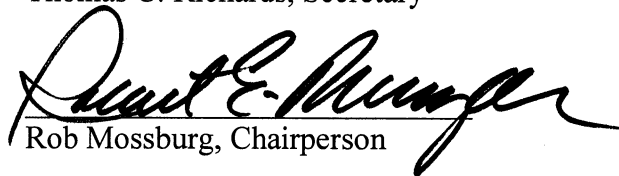
The next regular DDA/PSD Board Meeting shall be at 8:00 a.m., Thursday, September 1, 2016. in the City Council Chamber of City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

7. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 6:46 p.m.


Thomas C. Richards, Secretary

Approved: Next Annual Meeting


Rob Mossburg, Chairperson